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Class. Changed To: <u>T8 S 6</u>
MEMORANDUM FOR: Acting Deputy Director (Administration)
DATE: <u>10-18-54</u>
SUBJECT: <u>Weekly Report for Week Ending 8 January 1954</u>

~~CONFIDENTIAL~~ 8 January 1954

1. General

[REDACTED]

25X1C4a

2. Projects and Studies in Process

a. Submission of Material Requirements - (completed item)

25X1A

The instructions concerning the submission of forecasts of material requirements have been published [REDACTED] No. [REDACTED] dated 28 December 1953. The information requested in this notice should give the Logistics Office a comprehensive picture of the administrative and operational requirements world-wide for FY-55 and FY-56.

25X1A

3. Administration

a. Personnel Report - (continued item)

25X9A2

[REDACTED]

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b. Agency Regulations - (continued item)

The following proposed Agency Headquarters Regulations were forwarded to the Regulations Control Staff for final coordination and publication:

25X1A

- (1) [REDACTED] Supply Control and Accountability, General Concepts and Policies
- (2) [REDACTED] Supply Control and Accountability, Accountability and Responsibility
- (3) [REDACTED] Supply Control and Accountability, Supply Accounting
- (4) [REDACTED] Supply, Supply Catalog
- (5) [REDACTED] Supply Stock Levels
- (6) [REDACTED] Supply, Distribution and Transfer of Property
- (7) [REDACTED] Supply, Issue and Use of Property
- (8) [REDACTED] Supply Control and Accountability, Material Disposition
- (9) [REDACTED] Supply, Boards of Survey

25X1C4a

4. Transportation Division

[REDACTED]

b. Operational Statistics, Week Ending 7 January 1954 - (continued item)

- (1) Trucking Operations:
 - (a) Tonnage Moved - 13 tons (out of town)
 - (b) Total Truck Mileage - 4,518 miles
- (2) Cargo Operations:
 - (a) Total Air Shipments - 27
 - (b) Tonnage Moved - Air - 1.7 tons
 - (c) Total Surface Shipments - 81
 - (d) Tonnage Moved - Surface - 31 tons
- (3) Personal Property Shipments:
 - (a) Incoming Personal Property - 0
 - (b) Outgoing Personal Property - 17
 - (c) Incoming Privately-Owned Automobiles - 0
 - (d) Outgoing Privately-Owned Automobiles - 0

5. Supply Division

a. Storage of Biologicals and Antibiotics - (new and completed item)

Agreements have been reached with the Medical Office whereby biologicals and antibiotics which possess an expiration or shelf life date

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25X1A

will not be stocked [REDACTED]. Supply for these items will be effected through the [REDACTED] Depot.

25X1A6a

6. Procurement Division

a. Contract Documents and Requisitions - (continued item)

(1) Contracts

25X1A5a1

Contractor	Commodity & Quantity	Dollar Value
[REDACTED]	S-Band Transmitters	\$7,554.

(2) Requisitions - By Division Branch

Special Purch.	Military Purch.	Contract	Purchase Order	Total
Brought Fwd.	4	11	125	184
Received	35	13	1	143
Completed	26	11	4	194
Pending	13	13	122	133
Amt. Oblig.	\$6,291.50	\$8,998.55	\$55,306.00	\$32,682.72
				\$103,270.77

JAMES A. GARRISON
Chief of Logistics

GRJ LO/SS/ARL:mk (8 Jan. 1954)

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